Chapter 6 TRACS Voucher Processing/Automated Payments - Phase I

Voucher Processing/Automated Payments - Phase I (Voucher/Payments) does not require immediate changes to the MAT30 and MAT31 formats currently transmitted to TRACS via SprintMail. The Release 118.B version software in use today can continue to be used for Voucher/Payments.

6.1 Owner/Agent Release 1.1.8.B Software MAT Input

1. There are no required input format changes.

2. Optional input format change:

   MAT30; Section 5:   Approved Special Claim

   MAT Field # 4; Claim ID: Changed from Future to Optional

   If the Claim ID is submitted it must pass the format edit: Positions 1 - 4 must be the area/state office code that approved the special claim. The MAT30 will be rejected if a Claim ID is submitted but it fails the format edit.

6.2 Output From TRACS To Owner/Agent Release 1.1.8.B Software

Output from TRACS to Owner/Agent Release 1.1.8.B Software

1. There are no new MAT error messages or differences in the MAT trailer records.

2. Although there will be new Voucher/Payments fatal errors, there are no format changes to the fatal error messages. The fatal error codes will be included with error messages as an assist in referencing the error in the MAT User Guide.

3. Voucher status messages will be returned to owner/agents to keep them aware of the status of their vouchers. The voucher status messages will be returned with the Voucher/Payments discrepancies and fatal errors using the same format as the current TRACS discrepancies.

6.3 Owner/Agent Release 2.0.0.A Software MAT Input

TRACS Voucher/Payments will be labeled TRACS release 2.0.

1. Other than activating the Claim ID in the MAT30; *Section 5: Approved Special Claim*, there are no input format changes for Release 2.0. Claim ID is changed from "Future" to "Required"

2. Claim ID is mandatory in release 2.0. The MAT30 will be rejected as a fatal error if the Claim ID is missing or fails the format edit.

6.4 Output From TRACS To Owner/Agent Release 2.0.0.A

1. Discrepancy, fatal error, and voucher status messages for release 2.0 are identical to the messages for release 1.1.8.B.

2. An additional trailer record, MATVC, will be returned with the MAT trailers and error records. This new trailer will contain counts of the transactions submitted by a sender's Mailbox ID (from the SprintHeader). Voucher/Payments will reconcile record counts through the MAT processing and develop counts of transactions that pass the MAT edits and are submitted to TRACS. The transaction counts will be returned in the MATVC trailer to senders submitting data using release 2.0 software. The counts are as follows:

   ‣ Original MAT30s to TRACS

   ‣ Correction MAT30s to TRACS

   ‣ MAT31s to TRACS

3. MATVC Trailer Format:

MATVC Voucher Transaction Control Record

MAT Field	Field Name	Start Position	Field Length	Field Type	Definition
1	Literal	1	27	Alphanumeric	"Processing Mailbox ID: @*@"
2	Sender's Mailbox ID	28	20	Alphanumeric	

MATVC Voucher Transaction Control Record

MAT Field	Field Name	Start Position	Field Length	Field Type	Definition
3	Record Identifier	48	5	Alphanumeric	"MATVC"
4	Release/ Version No.	53	7	Alphanumeric	"2.0.0.A"
5	Record Number	60	5	Numeric	
6	Original Stamp Date	65	8	Date	
7	TRACS Date Stamp	73	8	Date	
8	Original MAT30s Passing MAT	81	5	Numeric	
9	Correction MAT30s Passing MAT	86	5	Numeric	
10	MAT31s Passing MAT	91	5	Numeric	

4. At the end of the daily Voucher/Payments run cycle containing a reconciliation of the transactions processed for a sender's Mailbox ID, control messages will be returned with the discrepancy, fatal error, and voucher status message. These messages will be returned in a format consistent with current messages. The totals will include:

    ▸ Original MAT30s to TRACS =
    ▸ Original MAT30s Sent to LOCCS +
    ▸ Original Information MAT30s +
    ▸ Original MAT30s with Fatal Errors

‣ Correction MAT30s to TRACS =
‣ Correction MAT30s Sent to LOCCS +
‣ Correction Information MAT30s +
‣ Correction MAT30s with Fatal Errors

‣ MAT31s to TRACS =
‣ MAT31s Sent to LOCCS +
‣ MAT31s for Information MAT30s +
‣ MAT31s with Fatal Errors

6.5 New Messages Returned To Owner/Agents (Discrepancies, fatal errors, and voucher status)

1. Acknowledgement Messages:

Voucher/Payments Acknowledgement Messages

TRACS Code	Condition	Description
VA001	Voucher accepted by TRACS and sent to LOCCS for payment	THE GENERATED VOUCHER ID FOR (yr-mo): yymmnnnnnn VOUCHER AMOUNT SUBMITTED FOR PAYMENT: nnnnnnnn

Voucher/Payments Acknowledgement Messages

TRACS Code	Condition	Description
VA002	Voucher accepted by TRACS but not sent for payment	THE GENERATED VOUCHER ID FOR (yr-mo): yymmnnnnnn VOUCHER AMOUNT SUBMITTED TO TRACS: nnnnnnnn
VA003	Corrected Voucher accepted and sent to LOCCS for payment	VOUCHER ID IS: yymmnnnnnn CORRECTED VOUCHER AMOUNT SUBMITTED FOR PAYMENT: nnnnnnnn
VA004	Corrected Voucher accepted by TRACS but not sent for payment	VOUCHER ID IS: yymmnnnnnn CORRECTED VOUCHER AMOUNT SUBMITTED TO TRACS: nnnnnnnn
VA005	Delete Voucher from TRACS	VOUCHER DELETE TRANSACTION PROCESSED FOR VOUCHER ID yymmnnnnnn

2. Voucher/Payment Status Messages:

Voucher/Payments Status Messages

TRACS Code	Description	Recommended Action
VSC50	Status Code: VSC50 VOUCHER BEING CORRECTED IS NOT IN LOCCS. CORRECTION REJECTED. Voucher ID:	If a voucher with this date had been previously submitted, review voucher status messages received since the original submission for a LOCCS rejection. After problem is corrected, resubmit voucher as a correction. If no previous voucher with this date has been submitted, submit the voucher as an original for the voucher date.
VSC51	Status Code: VSC51 VOUCHER HAS BEEN SENT TO TREASURY FOR PAYMENT. CORRECTION REJECTED. Voucher ID:	The voucher correction was received after the original voucher had been sent for payment by LOCCS. Enter adjustment on next voucher.
VSD50	Status Code: VSD50 VOUCHER BEING DELETED IS NOT IN LOCCS. DELETION REJECTED. Voucher ID:	The corrected voucher may be resubmitted as a correction.

Voucher/Payments Status Messages

TRACS Code	Description	Recommended Action
VSD51	Status Code: VSD51 VOUCHER HAS BEEN SENT TO TREASURY FOR PAYMENT. DELETION REJECTED. Voucher ID:	The voucher deletion was received after voucher had been sent to LOCCS for payment. Enter adjustment on the next voucher.
VSLIC	Status Code: VSLIC LOCCS INITIATED PAYMENT CANCELLATION. Voucher ID: User Name	For direction, contact the HUD Office that authorizes your payment. Resubmit as a correction after resolving the issue that caused the cancellation.
VSP00	Status Code: VSP00 VOUCHER SENT TO TREASURY FOR PAYMENT. Voucher ID: Estimated Pay Date: Amount Paid: Offset Amount: Payee TIN: Payee Name:	None
VSR22	Status Code: VSR22 PROJECT/CONTRACT NUMBER IS NOT IN LOCCS. Voucher ID:	For direction, contact the HUD Office that authorizes your payment. Resubmit voucher as a correction after project/contract number issue is resolved.

Voucher/Payments Status Messages

TRACS Code	Description	Recommended Action
VSR24	Status Code: VSR24 PERIOD COVERED BY THIS VOUCHER IS INVALID. Voucher ID:	After rechecking the voucher period submitted, resubmit voucher as a correction. If no error is apparent, contact the HUD Office that authorizes your payment for direction.
VSR25	Status Code: VSR25 SCHEDULED PAYMENT DATE IS INVALID. Voucher ID:	Recheck the MAT30 submitted. If no error is apparent, contact the HUD Office that authorizes your payment for direction.
VSR26	Status Code: VSR26 PAYMENT DENIED. INSUFFICIENT FUNDS. Voucher ID:	For direction, contact the local Field Office on increasing funding. Resubmit voucher as a correction after funding issue is resolved.
VSR27	Status Code: VSR27 PAYMENT THROUGH TRACS DENIED. PAID THROUGH ACC. Voucher ID:	For direction, contact the HUD Field Office that authorizes your payment. The Field Office will have either the LOCCS or TRACS records corrected. Resubmit the voucher as a correction after the appropriate correction has been effected.
VSR30	Status Code: VSR30 PAYMENT DENIED. REJECTED BY REVIEWER. Voucher ID:	For direction, contact the HUD Office that authorizes your payment. Payment request exceeded threshold or the payment was suspended.

Voucher/Payments Status Messages

TRACS Code	Description	Recommended Action
VSR31	Status Code: VSR31 VOUCHER FAILED THRESHOLD EDIT. PAYMENT ON HOLD PENDING REVIEW. Voucher ID:	Contact the HUD Office that authorizes your payment to confirm the payment status. No action required from owner/agent.
VSR32	Status Code: VSR32 PAYMENT DENIED. NO PAYMENT INFORMATION IN LOCCS. Voucher ID:	For direction, contact the local Field Office. Resubmit as a correction after payment data issue is resolved.
VSR33	Status Code: VSR33 VOUCHER SUSPENDED. PAYMENT ON HOLD UNTIL SUSPENSION CANCELLED. Voucher ID:	Contact the HUD Field Office that authorizes your payment to confirm the payment status. No action required from owner/agent other than resolving the issue that caused the suspension.
VSR34	Status Code: VSR34 PAYMENT REQUEST RETURNED BY TREASURY. Voucher ID:	Contact the HUD Office that authorizes your payment to confirm the payment status. LOCCS will resubmit to Treasury after error condition is resolved. No action required from the owner/agent.

3. New Fatal Error Messages:

New Voucher Fatal Errors

TRACS Code	Description	Recommended Solution
VF022	Invalid contract number.	Correct the contract number and resubmit.
VF023	Invalid project number.	Correct the project number and resubmit.
VF024	Deferred payment amount requested is greater than the voucher balance.	Correct the deferred balance requested and resubmit the voucher.
VF025	Voucher submitted for AHAP, APAC, or APRAC. No HAP, PAC, or PRAC in TRACS.	Resubmit the voucher after confirming with the Field Office that the contract has been entered into TRACS.
VF026	Deferred payment requested exceeds total voucher amount.	Recalculate the amount of the deferred payment request and resubmit.
VF027	MAT30 correction submitted after the voucher was paid.	Submit adjustment on the next voucher
VF028	MAT31 voucher deletion submitted after voucher was paid.	Submit adjustment on the next voucher.
VF029	Claim ID submitted with invalid format.	Resubmit with the area/state office code in the first 4 positions.
VF030	Claim ID must be submitted with an approved special claim.	Resubmit with the Claim ID provided by the approving Field Office.
VF031	Voucher ID (submitted with a correction) does not exist in TRACS.	Resubmit with the correct Voucher ID.
VF032	Voucher ID (submitted with a delete voucher) does not exist in TRACS.	Resubmit with a corrected Voucher ID.

New Voucher Fatal Errors

TRACS Code	Description	Recommended Solution
VF033	Project and contract numbers are not a valid combination.	Resubmit with valid project and contract number combination.
VF034	Transactions cannot be processed while a deletion or correction is pending.	Resubmit the voucher after reviewing the voucher status messages.

4. Discrepancy Messages:

   ▸ There are no new discrepancy messages.

   ▸ Discrepancy messages replaced by fatal errors.

Discontinued Discrepancies

TRACS Code	Description	Disposition
VE018	Contract number does not exist in TRACS database.	Superseded by Fatal Error VF022
VE019	Project number does not exist in TRACS database.	Superseded by Fatal Error VF023
VE023	Deferred payment amount requested is greater than the available amount in the original voucher. *	Superseded by Fatal Error VF024
VE024	Reported voucher amount is greater than the TRACS calculated voucher amount.	Superseded by Fatal Error VF010

* *NOTE: "Deferred payment amount requested" is a payment request submitted on a Miscellaneous Accounting Request transaction for the deferred balance, or " unrequested amount", from a previous voucher. "Deferred payment request amount" is the amount of the current voucher payment that the owner/agent has asked to be deferred until requested.*

4. Controls totals messages returned by <u>Sender's Mailbox ID</u> with the daily voucher messages:

      TRANSACTIONS PROCESSED FOR   (mailbox id)

      TRANSMISSION DATE   mm/dd/yyyy

      ORIGINAL MAT30s PASSING MAT EDIT   nnnnnnnnnnnnnn

      ORIGINAL MAT30s SENT FOR PAYMENT   nnnnnnnnnnnnnn

      ORIGINAL INFORMATION MAT30s ACCEPTED   nnnnnnnnnnnnnn

      ORIGINAL MAT30s WITH FATAL ERRORS   nnnnnnnnnnnnnn

      CORRECTION MAT30s PASSING MAT EDIT   nnnnnnnnnnnnnn

      CORRECTION MAT30s SENT FOR PAYMENT   nnnnnnnnnnnnnn

      CORRECTIONS TO INFORMATION MAT30s   nnnnnnnnnnnnnn

      CORRECTION MAT30s WITH FATAL ERRORS   nnnnnnnnnnnnnn

      MAT31s PASSING THE MAT EDIT   nnnnnnnnnnnnnn

      MAT31s CANCEL PAYMENTS SENT TO LOCCS   nnnnnnnnnnnnnn

      MAT31s ACCEPTED FOR INFORMATION MAT30s nnnnnnnnnnnnnn

      MAT31s WITH FATAL ERRORS   nnnnnnnnnnnnnn